

SALARY ORDINANCE – PART 2 – SECTION 12

1-15-2008

Sec. 12. Management Pay Plan

a. Scope: This section of the Salary Ordinance pertains to management job classifications listed under salary grades 001 through 020 inclusive in Part I of this Ordinance, except as otherwise stated in this Ordinance.

b. Authority: The Department of Employee Relations shall have responsibility for administering the provisions of this section subject to the review of the Common Council's Committee on Finance and Personnel.

c. Equal Opportunity: Principles of merit and equity shall prevail in all aspects of the administration of this Ordinance. As specified in ch. 109 of the Milwaukee Code of Ordinances, it is unlawful to discriminate because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation or familial status in regard to job posting, hiring, training, tenure, promotion, compensation, or enforcement of any rule or employment policy and other terms and conditions of employment.

d. Recruitment: Except as provided elsewhere, appointment shall be at the minimum rate of the grade to which the classification is allocated. In the event it becomes necessary to recruit at a rate above the minimum, recruitment may be authorized at a rate up to 60% of the salary grade with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. A listing of appointments made pursuant to this provision shall be communicated to the Committee on Finance and Personnel.

e. Salary Advancement:

(1) Intent: This Ordinance is intended to provide the basic policies and procedures for administering the Management Pay Plan. It is also intended that all officers and employees shall fully cooperate with the Department of Employee Relations in the administration of this Plan. The Department of Employee Relations is authorized to develop procedures and guidelines necessary to carry out the intent of this section, including the development of guidelines for conducting annual performance reviews.

(2) Increases Within Salary Grade: Except as provided below, employees shall be eligible for a salary increase of 3.1% within a 12-month rating period. This salary increase shall be effective on the employee's anniversary date provided job performance during the rating period has been fully satisfactory. Job performance during the rating period must be documented by a minimum of one written performance review. These increases shall be up to the maximum of the salary grade. In the event of a less than fully satisfactory performance during the rating period, a department head may delay or withhold this salary increase. Department heads who intend to delay or withhold a salary increase must notify the Department of Employee Relations and the affected employee before taking such action. Employees have a right to appeal this decision before the City Service Commission.

(3) Exceptional Achievement Awards: For management pay plan employees, other than elected officials, a nonpensionable, non-base building, lump sum equal to 1% of the midpoint of the employee's current salary grade may be awarded for exceptional performance that is measurable and consistent with the mission and objectives/outcomes established by policy makers for the department. These awards must be approved by the Department of Employee Relations and an individual may not receive more than one award during a 12 month period. The Department of Employee Relations shall establish administrative guidelines for approving these awards.

(4) Professional Development Awards: For management pay plan employees, other than elected officials, a nonpensionable, non-base building, lump sum award of \$700 may be granted for attaining a professional degree, designation or certification that is not required by the job but is related to the mission, goals, and objectives of the department. These awards are not ongoing and must be approved by the Department of Employee Relations. The Department of Employee Relations shall establish guidelines for approving these awards.

(5) Job Performance Reviews: A minimum of one performance review shall be conducted within a 12-month rating period in accordance with the guidelines established by the Department of Employee Relations.

(6) Seasonal Managers: City employees who are appointed to management positions on a seasonal basis, and who revert to non-management classifications during the remainder of the year, shall be eligible for a full

salary adjustment during the pay period in which they achieve a cumulative twenty six (26) pay periods of service in management. Such adjustments will be made under the same conditions as for others in the plan.

(7) Department Heads: Otherwise eligible heads of departments shall be entitled to receive a performance review and salary adjustment under the same conditions as established for general City managers. Evaluations of department heads shall be made by their appointment authority. For those department heads who serve under boards and commissions appointed by the Mayor, this recommended performance evaluation and salary adjustment shall be forwarded to the Mayor, who shall have final determination in assessing each department head's job performance during the preceding rating period, and approving the salary increment.

(8) Comptroller, City Attorney, Municipal Judges, City Treasurer and City Clerk: These individuals shall receive a 3.1% increase on their salary anniversary pay period up to the maximum of the salary grade. These adjustments shall begin in 1995 and occur in each succeeding year thereafter, provided that the individual is otherwise eligible. It is the intent of this provision that all Municipal Judges be paid at the same rate of pay. Except in the case of the City Clerk, individuals subsequently elected to these positions shall begin at the rate being paid to their predecessor. In the case of the City Clerk, if the Steering and Rules Committee does not approve the adjustment in the amount authorized, no adjustment shall be granted.

(9) Mayor, Aldermen, President of the Common Council are paid according to s. 350-100 of the Milwaukee Code of Ordinances, which is also reflected in Part I, Section 2 of the Salary Ordinance.

f. Promotion

(1) Promotion: A promotion may take place by reclassification to a higher salary grade, reallocation to a higher salary grade, or appointment to a different, higher level position.

(2) Professional, Management and Leadership Categories: For salary administration purposes all management job classifications have been grouped into one of three categories: Professional, Management and Leadership. Salary adjustments resulting from a promotion are based upon movement within the same category or to a new category. All promotions into or within salary grades 001 through 019 result in a 3% increase except a promotion into a classification designated as Management is 5%, a promotion into a classification designated as Leadership is 7% and the employee must be paid at least the minimum and no more than the maximum of the salary grade. The Department of Employee Relations must review and authorize the calculation of all salary rates prior to promotion.

(3) Salary Anniversary Date: For purposes of salary adjustment under this plan, all managers will retain their salary anniversary date when they are promoted or reallocated to a higher salary grade, except that adjustments are made for time off the payroll or deferred salary increments.

g. Demotions: Demotions of management employees are under the authority of and administered by the Department of Employee Relations. In instances where a management employee disagrees with the salary determination associated with a demotion, he or she may appeal to the Employee Relations Director. Managers, who are demoted for any of the reasons stated below, will retain their last salary anniversary date for pay progression purposes.

The placement of the manager's salary in the new salary grade after the demotion will be determined as follows:

<u>Type of Demotion</u>	<u>Reason for Demotion</u> <u>Demotion</u>	<u>Determination of Rate of Pay after</u>
Involuntary demotion (disciplinary action issued by hiring authority)	Ineffective job performance (Includes Expiration of Exempt Appointment-Discharge)*	A decrease in pay of 3% or the maximum of the new salary grade, whichever is lower.
	Misconduct (Includes Expiration of Exempt Appointment-Discharge)*	Same percentage above the minimum of the lower salary grade as was the current rate of pay above the minimum of the higher salary grade.

Involuntary Demotion (due to factors outside the control of the manager)	Reclassification, reassignment, reduction in work force, or anticipation of such reduction. <i>(Includes Expiration of Exempt Appointment- Separation)**</i>	Same rate of pay or the maximum of the new salary grade, whichever is lower.
Voluntary Demotion	Career Change <i>(Includes Expiration of Exempt Appointment- Resignation)***</i>	A decrease in pay of 3% or the maximum of the new salary grade, whichever is lower.

* *Expiration of Exempt Appointment-Discharge*- involuntary expiration of exempt appointment by the hiring authority for disciplinary reasons including unsatisfactory performance or misconduct.

***Expiration of Exempt Appointment-Separation*- involuntary expiration of exempt appointment for reasons related to reclassification, reassignments, reductions in workforce or the anticipation of such reduction.

****Expiration of Exempt Appointment-Resignation* – voluntary resignation by exempt employee due to career change.

h. Flexible Schedule: Employees excluded from the provision of s. 350-5 of the Milwaukee Code of Ordinances (Exclusion from Overtime) in salary grades 004 and above may, upon department head approval, work on a flexible schedule, so that the daily work schedule may be adjusted from time to time as necessary and appropriate to fulfill assigned duties and responsibilities. Such adjustments may include starting and quitting times that are earlier or later than established in the normal work schedule of the department, and may include more or less than eight hours in any particular day and more or less than forty hours in any particular week.

i. Overtime: Where management positions are excluded from s. 350-5 of the Milwaukee Code of Ordinances (salary grades 004 and above) the rates of pay established recognize the fact that a certain amount of overtime is considered appropriate and normal for these supervisory and management positions.

j. Salary Adjustment Appeals: Managers may appeal the delay or denial of an increase to the City Service Commission. The Commission may hear such cases directly or appoint one or more persons to serve as hearing examiners whose recommendations would be made to said Commission for review and approval. The Department of Employee Relations shall establish policies and procedures for conducting such appeals.

k. Correction of Obvious Errors or Inequities: In the event that a transaction made pursuant to this Section results in an obvious misapplication of its intent, the Director of Employee Relations, with the approval of the Finance and Personnel Committee Chair, is authorized to make equity adjustments or corrections.